

**Administrative Assistant
Full Performance Level
Non-Sensitive**

10/23/2014

N52-105-001

This position is advertised under the Locally Employed Staff Program of the United States Mission in China. All Ordinarily Resident (OR) applicants must already have relevant documentation to permanently and legally reside and work in China to be eligible for consideration.

Position is subject to funding availability

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant

OPENING DATE: October 23, 2014

CLOSING DATE: November 09, 2014

WORK HOURS: Full-time; 40 hours/week

Salary: **Not-Ordinarily Resident: FP-07, USD40, 394** (Starting annual salary, final grade and salary will be determined by Washington)

Ordinarily Resident: FSN-07, RMB100, 410 (Starting annual salary includes allowance and bonus)

The U.S. Consulate General in Chengdu is seeking an individual for the position of **Administrative Assistant** with the **Facilities Management Office (FAC)**.

BASIC FUNCTION OF THE POSITION

Incumbent serves as the administrative assistant to the Facility Manager in Chengdu. Incumbent acts as the single point of contact for a wide range of administrative support functions to support the Facilities Management Office.

Incumbent serves as the Facilities Management Petty Cashier managing account of 20,000 RMB. Incumbent performs other tasks as directed.

REQUIRED QUALIFICATIONS

Applicants must address each qualification requirement detailed below with specific and comprehensive information supporting each requirement. Applicants who fail to provide detailed information supporting each requirement will not be considered for this position.

Education:

- Completion of two years college studies is required.

Experience:

- Three years of administrative experience working in an English-speaking environment is required.

Language:

- Level IV (Fluent) speaking, reading and writing in English and in Chinese Mandarin is required.

Knowledge:

- Must be aware of various types of written correspondence formats, must have an excellent knowledge of English and be able to translate freely between Chinese and English.
- Must have knowledge of maintenance operations, regulations and knowledge of local culture is a plus.

Abilities and skills:

- Must be fluent in Microsoft Office professional, including applications MS Word, Excel, and Outlook.

SELECTION CRITERIA

When equally qualified, Appointment Eligible Family Members (AEFMs), US Citizen Domestic Partners and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications. When appropriate, the HR Office will administer necessary skill testing, such as typing, to confirm an applicant's qualifications.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current LES employees are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Ordinarily Resident applicants or applicants without a U.S. social security number will be paid according to the Local Compensation Plan in local currency (RMB). There are no exceptions to this regulation.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Employment as a Locally Employed Staff or Family Member [DS-0174](#); **or**
2. A current resume or curriculum vitae that provides the same information found on the [DS-0174](#); **or**
3. A combination of both; i.e. Sections 1 -24 of the [DS-0174](#) along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans Preference.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Copy of passport showing Chinese Government approval to permanently and legally reside and work in China (does not apply to Chinese nationals, US EFMs, EFMs, or MOHs)

SUBMIT APPLICATION TO

Human Resources Office
American Consulate Chengdu, China
No. 4 Lingshiguan Road, Chengdu, Zip Code: 610041
(Please specify the position title in the subject line.)
Fax: (86-28) 8558-3520
Email: ChengduHR@state.gov
Website: <http://chengdu.usconsulate-china.org.cn>

CLOSING DATE FOR THIS POSITION: 11:59 P.M. November 9, 2014, Beijing Time

The US Mission in Beijing provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

U.S. Citizen Eligible Family Member (US EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Has the required work permits for employment in country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).